

February 8, 2005

WEST VIRGINIA BULLETIN NO: WV360-5-17

SUBJECT: PER – Self Paced Training Courses

Purpose: To inform employee of procedures regarding self paced training.

Expiration Date: This bulletin expires, September 30, 2005.

Self paced training courses require the approval of the supervisor only.

It is the supervisor's responsibility to determine the appropriate training courses to continually improve the skills and knowledge of the employee. The supervisor must ensure that each employee receives adequate training to complete the following:

- 1. Perform their current job as described in their current job position description.**
- 2. Improve their knowledge and skill level, so the employee can advance to a new assignment.**
- 3. Achieve enhanced skills and knowledge for a future position at a higher level.**

After the supervisor approves the self paced training, the supervisor should ensure the employee registers for the course on-line, and sets up a schedule for the employee to complete the training. After the training is completed, the supervisor must document the training in the employee's IDP.

If you have questions or need additional information, please contact Charlotte Wertz at 304-284-7551, or Charlotte.Wertz@wv.usda.gov.

/s/

**LILLIAN V. WOODS
State Conservationist**

DIST: E